

Group History Checklist

Look to the Past to Protect the Future

Your group history can be outlined or written in a narrative form on separate sheets of paper. Using the following suggested headings, answer questions that apply. Many groups update the information annually. A good time would be in conjunction with your group anniversary.

CURRENT INFORMATION

- Group Name
- Date History Compiled
- Group ID #
- Meeting Day/Time
- Meeting Location
- Area #
- Current Mailing Address including City, State/Province, Country, Zip/Postal Code

FORMATION OF THE GROUP

- When and why did your group start?
- Where did it meet?
- Who started the group?
- Do early members still attend?
- What was the composition of members (husbands, wives, adult children, etc.)?
- How did the group announce its formation and attract new members?
- How did the group welcome newcomers when it began? Describe.

MEETING FORMAT AND TOPIC

- Describe how the group's meeting format has changed over the years; (e.g., topic/discussion, speaker, Step study, Traditions, literature study, beginners, etc.) List topics most frequently discussed then and now.

GROUP MEETING CHANGES

- List dates of changes in name, location or day and time of the meeting.

WHERE DO WE SEND THE UPDATED HISTORY?

- Retain a copy for the group
- Area district or information office
- Area archives
- In order to avoid any duplication of services, please do not forward a copy World Service Office

BUSINESS AND GROUP CONSCIENCE/INVENTORY MEETINGS

- When did the group begin to have business meetings? how often? subjects discussed? Describe how a group conscience decision was reached; is the same procedure used today? Is a periodic group inventory taken and how often (describe)? Is it the same today?

ALATEEN

- Is or was there an Alateen group nearby?
- Did anyone sponsor the Alateen group?
- Have many Alateens transitioned into Al-Anon?
- Did any members start their recovery in Alateen?

ALCOHOLICS ANONYMOUS (AA)

- Was an AA meeting held at the same time and place?
- How has the group cooperated with AA?
- Do AA members refer families to Al-Anon?

GROUP PARTICIPATION IN THE SERVICE STRUCTURE

- Describe how the group participates in the service structure in your Area.
- Does the Group Representative who regularly attends district and Area Assembly meetings give a report?
- Is there any support for the nearby Al-Anon information service (AIS)/intergroup?
- Is an Information Service Representative (ISR) available?
- Do members of the group take Twelfth Step calls from local self-help or hotline answering services, professionals, or agencies (describe process)?
- On a separate piece of paper, list past and present trusted servants and their dates of service for each office. (Group Representatives (GR), Alternate GRs, program chairs, secretaries, treasurers, (ISR), etc.)

SEVENTH TRADITION

How does the group financially support the:

- district? area? information service (intergroup)? World Service Office?

GROUP ANNIVERSARIES/SPECIAL MEETINGS

- Describe the group's anniversary, gratitude, or other special meetings. (Holidays, Open Meetings, etc.)

THE AL-ANON GROUP WITHIN THE COMMUNITY

- Describe the part your group has played in the community.
- What kind of cooperation did your group receive from the media, local community agencies or professionals such as ministers or doctors?

LITERATURE

- Which pieces of Al-Anon literature has the group found the most helpful?
- List favorite and most frequently requested pieces of Al-Anon literature.

THE FORUM

Describe your group's use of *The Forum* in meetings.

- Is it used for meeting topics? Do you have a group subscription?
- Do you make other copies available?
- Have any members had an article published in *The Forum*? (If so, you might want to retain a copy.)

WHERE IS THIS UPDATED INFORMATION NEEDED?

- Retain a copy for the group
- Area district or Al-Anon Information Service office
- Area archives
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(This form may be photocopied and/or translated)

